

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: SEPTEMBER 5, 2008

RECRUITING BULLETIN NO. AMT 2699-06

CLOSING DATE: DECEMBER 31, 2008

THOSE WHO PREVIOUSLY APPLIED ON ASSISTANT MANAGER FOR TECHNOLOGY BULLETIN NUMBERS 2613-08-06; 2616-08-06; 2617-08-06; 2622-08-06; 2625-08-06; 2631-08-06; 2635-08-06; 2636-08-06; 2638-08-06; 2644-08-06; AND 2645-08-06, NEED NOT REAPPLY. YOUR APPLICATION WILL BE BROUGHT FORWARD TO THIS BULLETIN.

APPLICATIONS WILL BE REFERRED TO THE SELECTING OFFICIAL, AS VACANCIES OCCUR, UNTIL THE CLOSING DATE OF DECEMBER 31, 2008.

POSITION TITLE: ASSISTANT MANAGER FOR TECHNOLOGY (AMT)

The Kansas City Regional Census Center invites all interested applicants to apply for our Early Local Census Office management positions. Working with the 2010 Census is a unique opportunity to be part of something exciting and challenging that will shape our nation's future. The Census is truly about people. People – not just technology or procedures – are the keys to our success.

The official Census of the United States is taken every 10 years, and therefore called a Decennial Census. Our mission is to count *all* people regardless of citizenship or legal residency status. The primary purpose of the Decennial Census is to “provide population counts needed to apportion the seats in the U.S. House of Representatives among states.” In addition, more than \$300 billion in federal funds is awarded to states and local communities each year based on census data, which is more than \$3 trillion over a 10-year period.

We will be opening Early Local Census Offices (ELCOs) throughout our six-state region in October 2008 in the locations listed below*. The ELCO is staffed by one Local Census Office Manager (LCOM) and five Assistant Managers in the following areas: Field Operations (AMFO); Recruiting (AMR); Quality Assurance (AMQA); Administration (AMA); and Technology (AMT). Separate Recruiting Bulletins are issued for each of these positions and are posted on our website at <http://www.census.gov/rokan/www/employ.html>

DUTY STATION: MULTIPLE LOCATIONS* – SEE LIST BELOW

PAY RATE: VARIES BY LOCATION* – SEE LIST BELOW

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.

WHO MAY APPLY: All Qualified U.S. Citizens

***LOCATIONS and Hourly Salary:** Little Rock, AR \$17.00; Cedar Rapids, IA \$17.00; Des Moines, IA \$18.00; Duluth, MN \$15.75; Topeka, KS \$17.25; St. Paul, MN \$21.25; Kansas City, MO \$19.50; Springfield, MO \$14.75; St. Louis, MO \$21.25; Oklahoma City, OK \$18.50; and Tulsa, OK \$18.00.

Multiple locations are covered by this bulletin. Applicants must clearly indicate the location they are applying for and submit a separate application package for each geographic location. Failure to do so will result in loss of consideration.

DUTIES: Incumbent is responsible for managing automation functions in the Local Census Office (LCO). Incumbent is the first line of contact for all hardware, software, and telecommunication problems in the LCO and between the LCO and Regional Census Center (RCC). Troubleshooting, evaluating, analyzing, and coordinating automation operations to efficiently support LCO functions. The individual is responsible for managing LCO support functions for Mobile Computing Equipment (MCE) to be used for automated data collection. Works under the direction of the Local Census Office Manager and provides technical guidance and support to Assistant Managers at the LCO, in such areas as: training; production, including the scheduling and coordinating of data entry operations for optimal use of workstations and print devices; managing the property control system; coordinating printing activities and assuring that printers are prepared to handle large, long-running print jobs without jams, breakdowns, toner shortages; and coordinating the workflow of documents in and out of the automation area. Selects and supervises Technical Support Supervisors and Inventory Control Clerk(s) responsible for supporting various automation activities. Responsible for installation and configuration support operations for OCE, MCE and associated peripheral devices; administering user accounts for the various programs utilized by the LCO staff. Under the direction of the RCC Support Staff, the incumbent will conduct on-site LAN/WAN hardware diagnostics for infrastructure cabling and hardware such as Customer Switching Unit /Digital Switching Units (CSU/DSU), router, switch, NetWare servers, Personal Computers (PCS), Voice over Internet Protocol (VOIP) telecommunications systems and printers. The incumbent will provide first-line support for various products, such as, MS Office 2007 and Microsoft Works v.9.

QUALIFICATIONS: To qualify for the Assistant Manager for Technology position, all applicants MUST:

- 1) **Be 18 or older to be hired.**
- 2) **Pass a written management test; and**
- 3) **Have at least the minimum experience** in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three must be at least at the level described as “c” in the attached Evaluation Criteria Statement for the Assistant Manager for Technology. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level, you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY: Each applicant must:

1. **Take a test for the position.** Call our toll-free number 1-888-340-7525, to be scheduled for the employment test. This test is designed to measure managerial skills and abilities which are relevant to supervisory positions. It consists of 29 multiple-choice items, and applicants will be allowed one hour to complete the test. If you do not pass the test, you may re-take it.
2. **Submit an Application: The following formats may be used:**
 - a. **Optional Application for Federal Employment (OF-612), OR**
 - b. **A resume** for this position, listing your work duties and accomplishments relating to the job for which you are applying. Your resume must contain the following information in order to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information will result in loss of consideration.
 - Recruiting Bulletin number, title, and lowest pay acceptable.
 - Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
 - Social Security number

- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veteran's Preference – Applicants claiming 10-point veterans preference must submit an SF-15, Application for 10-Point Veteran's Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.
- Disabled veterans or any other applicants eligible for non-competitive appointment should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling 1-888-340-7525.

3. Each applicant must submit the attached form with answers to the Evaluation Criteria Statement for the AMT Position. In order to expedite your application process, please follow the instructions in Option #2 in Column B on the Evaluation Criteria Statement.

4. Complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation http://www.opm.gov/forms/pdf_fill/of0306.pdf

You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.

Send all application information to:

**Bureau of the Census, Kansas City Regional Census Center
2001 NE 46th Street
Kansas City, MO 64116
ATTN: Admin Dept.**

**OR via email to: kansas_city_2010_HR@census.gov
Subject Line: LCO Application**

**For further information on this vacancy you may contact the
Recruiting Department on 1-888-340-7525.**

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

THE CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR TECHNOLOGY**

COLUMN A

Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.

COLUMN B

Applicants are also required to complete the following.

1. Indicate the job from your attached resume or other application form that verifies the answer you selected. **OR**
2. **Write in the space below your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.**

1. Describe your experience managing automation functions to support field data collection activities and administrative programs. (Circle the appropriate letter.)

- a. I have experience managing an automation operation for **all** of the following: field data collection activities, production, **and** administrative programs. This includes experience with servers, desktops, laptops, mobile computing devices, **and** systems for tracking and managing property. Additionally, I have experience troubleshooting complex automation related problems and implementing solutions to correct any deficiencies.
- b. I have experience managing an automation operation for **at least one** of the following: field data collection operations, production **or** administrative operations. This includes experience with servers, desktops, laptops, and mobile computing devices. I have experience resolving routine automation related issues.
- c. I have experience working in an automation environment and troubleshooting automation related issues.
- d. My experience is less than what is described above.

Response must support answer circled in Column A.

2. Describe your experience demonstrating the ability to manage a time-critical automation support function through subordinate staff. (Circle the appropriate letter.)

- a. I have experience with **both** of the following: managing at least one level/tier of subordinate management (e.g., I directly supervised either supervisor(s) or team lead(s)); **and** managing the implementation of solutions to correct complex problems regarding automation operation.
- b. I have experience managing a staff of automation operation technicians. I have lead teams involved in resolving automation related issues.
- c. I have experience working in an automation environment and troubleshooting automation related issues.
- d. My experience is less than what is described.

Response must support answer circled in Column A.

**EVALUATION CRITERIA STATEMENT FOR
ASSISTANT MANAGER FOR TECHNOLOGY**

COLUMN A

3. Please select the answer that best describes your experience demonstrating your ability to effectively communicate automated related information to multiple levels of an organization. (Circle the appropriate letter.)

- a. I have experience communicating automation-related issues to multiple levels of staff including managers. This includes communicating and resolving technical and non-technical automated related issues. I have experience providing training to automation and other organizational staff.
- b. I have experience communicating automation-related issues to subordinate staff. I have experience providing training to subordinate staff.
- c. I have experience working on a help-desk to resolve automation issues for staff. I do not necessarily have any experience training individuals or groups, but would be comfortable speaking in front of groups of employees.
- d. My experience is less than what is described above.

COLUMN B

Response must support answer circled in Column A.